



BAY COUNTY BOARD OF COMMISSIONERS

515 Center Avenue, Suite 405, Bay City, MI 48708-5125

(989) 895-4136 Fax – (989) 895-4226

VAUGHN J. BEGICK
CHAIRMAN
3RD DISTRICT

MEMORANDUM

THOMAS M. HEREK
VICE CHAIRMAN
5TH DISTRICT

DENNIS R. POIRIER
SERGEANT AT ARMS
7TH DISTRICT

To: Elected Officials/Department Directors-Division Heads/ Agencies
From: Lindsey Arsenault, Board Coordinator
Date: January 19, 2023
Subject: 2023 Commission/Committee Information

KATHY NIEMIEC
1ST DISTRICT

TIM BANASZAK
2ND DISTRICT

COLLEEN MAILLETTE
4TH DISTRICT

KAYSEY L. RADTKE
6TH DISTRICT

LINDSEY ARSENAULT
BOARD COORDINATOR
(989) 895-4136
Arsenaultl@baycounty.net

Attached please find the following:

1. 2023/2024 Board of Commissioners listing, including home addresses, phone numbers and e-mail addresses
2. Board of Commissioners' 2023 Committee assignments
3. Schedule of 2023 Board of Commissioners' meetings
4. Schedules of 2023 Ways and Means and Personnel/Human Services Committee meetings
5. Process for submittal of Committee/Board agenda items*
6. Corporation Counsel Matter Request Form
7. Sample letter with preferred format when submitting request to Committee

*Please take note of the highlighted areas included in the letter reflecting the process for submittal of Committee/Board agenda items, specifically pertaining to Corporation Counsel's review of legal documents.

2023-2024
BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE
BAY CITY, MI 48708
(989) 895-4136
(989) 895-4226 (FAX)
Website: www.baycounty-mi.gov

<u>DIST.NO.</u>	<u>COMMISSIONER</u>	<u>ADDRESS</u>	<u>TELEPHONE/E-MAIL</u>
1	KATHY NIEMIEC (R)	693 N. CARTER RD, LINWOOD, MI 48634	989-697-5509 (CELL) niemieck@baycounty.net
2	TIM BANASZAK (R)	27 RIVER TRAIL DR, BAY CITY, MI 48706	989-501-6565 (CELL) banaszakt@baycounty.net
3	VAUGHN J. BEGICK (R)	5353 LORRAINE COURT, BAY CITY, MI 48706	989-686-0578 (HOME) 989-295-0209 (CELL) begickv@baycounty.net
4	COLLEEN MAILLETTE (D)	3123 KIRKWOOD PLACE , BAY CITY, MI 48706	989-798-2412 (CELL) maillettec@baycounty.net
5	THOMAS M. HEREK (D)	1606 - 30 TH , BAY CITY, MI 48708	989-415-9389 (CELL) herekt@baycounty.net
6	KAYSEY L. RADTKE (D)	901 WELLS COURT, BAY CITY, MI 48708	989-415-5241 (CELL) radtkek@baycounty.net
7	DENNIS R. POIRER (R)	1265 ORCHARD RD, ESSEXVILLE, MI 48732	989-450-0150 (CELL) poirerd@baycounty.net

2023 BOARD OFFICERS:

VAUGHN J. BEGICK, CHAIR

THOMAS M. HEREK, VICE CHAIR

DENNIS R. POIRIER, SERGEANT AT ARMS

BAY COUNTY BOARD OF COMMISSIONERS
2023 COMMITTEE ASSIGNMENTS

COMMITTEE	AREAS OF RESPONSIBILITY	COMMITTEE MEMBERS
<u>WAYS AND MEANS</u> <i>MEETS 1st TUESDAY OF MONTH @ 4 P.M.</i> <u>AGENDA DEADLINE:</u> <u>TUESDAY PRIOR</u> <u>TO MEETING @ 4:00 P.M.</u> <u>NOTE: AGENDA ITEMS</u> <u>TO BE SUBMITTED</u> <u>ELECTRONICALLY</u>	FINANCE DEPARTMENT (ALL DIVISIONS) RETIREMENT RISK MANAGEMENT ECONOMIC DEVELOPMENT EQUALIZATION INFORMATION SYSTEMS BAY FUTURE, INC. BUILDINGS AND GROUNDS ENVIRONMENTAL AFFAIRS (ALL DIVISIONS) GRANTS/GRANT AMENDMENTS FEES HOUSING DEPARTMENT (CENTER RIDGE ARMS) STORMWATER AUTHORITY MILLAGES/PROGRAMS: DIVISION ON AGING GYPSY MOTH SUPPRESSION PROGRAM 9-1-1 CENTRAL DISPATCH MOSQUITO CONTROL MEDICAL CARE FACILITY LIBRARY BCTV APPROPRIATIONS/REQUESTS FOR FUNDS	TIM BANASZAK, CHAIR KAYSEY L RADTKE, V. CHAIR KATHY NIEMIEC COLLEEN MAILLETTE THOMAS M. HEREK KAYSEY L. RADTKE DENNIS R. POIRIER VAUGHN J. BEGICK, EX OFFICIO
<u>PERSONNEL/HUMAN SERVICES</u> <i>MEETS 2RD TUESDAY OF MONTH @ 4 P.M.</i> <u>AGENDA DEADLINE:</u> <u>TUESDAY PRIOR TO</u> <u>MEETING @ 4:00 P.M.</u> <u>NOTE: AGENDA ITEMS</u> <u>TO BE SUBMITTED</u> <u>ELECTRONICALLY</u>	BOARD RULES COURTS CORPORATION COUNSEL LAW ENFORCEMENT ELECTED OFFICIALS PERSONNEL/EMPLOYEE RELATIONS ALL VACANCIES/NEW POSITIONS: FULL TIME PART TIME TEMPORARY CONTRACTUAL SEASONAL DEPARTMENT OF PUBLIC DEFENDER JUVENILE HOME HEALTH DEPARTMENT (ALL DIVISIONS) ANIMAL CONTROL M.S.U. EXTENSION MID MICHIGAN COMMUNITY ACTION AGENCY MICHIGAN WORKS! EMERGENCY SERVICES VETERANS' SERVICES AMERICANS WITH DISABILITIES (ADA) BEHAVIORAL HEALTH RECREATION: CIVIC ARENA COMMUNITY CENTER FAIRGROUNDS PINCONNING PARK GOLF COURSE COUNTY MARKET	KATHY NIEMIEC, CHAIR COLLEEN MAILLETTE, V. CHAIR TIM BANASZAK THOMAS M. HEREK KAYSEY L. RADTKE DENNIS R. POIRIER VAUGHN J. BEGICK, EX OFFICIO

**BAY COUNTY BOARD OF COMMISSIONERS
OTHER 2023 COMMITTEE ASSIGNMENTS**

<u>COMMITTEE:</u>	<u>AREAS OF RESPONSIBILITY:</u>	<u>COMMITTEE MEMBERS:</u>
<u>AIRPORT</u> Meets 3 rd Thursday of month @ 1:30 p.m. at MBS Airport	MBS INTERNATIONAL AIRPORT	DENNIS R. POIRIER VAUGHN J. BEGICK KATHY NEIMIEC
<u>ANIMAL CONTROL TASK FORCE</u>		KAYSEY L. RADTKE
<u>BCTV</u> Meets when necessary		KATHY NIEMIEC
<u>B.C.A.T.S.</u> BCATS POLICY COMMITTEE meets the 3 rd Wednesday of every other month @ 1:30 p.m. month @ 1:30 P.M. BCATS TECHNICAL COMMITTEE meets the 2 nd Tuesday of every other month @10:00 A.M. Meetings are held in the 2 nd Floor Conference Room.	BAY CITY AREA TRANSPORTATION STUDY COMMITTEE	COLLEEN MAILLETTE
<u>BAY COUNTY LOCAL EMERGENCY PLANNING COMMITTEE</u> Meets the 4 th Thursday of the month @9:30 A.M. in the 9-1-1 Conference Room		TIM BANASZAK
<u>BAY FUTURE, INC.</u> Meets 4 th Thursday of month @ 3:30 p.m. at Bay Future office		KAYSEY L. RADTKE
<u>COMMUNITY CORRECTIONS ADVISORY BOARD</u> MEETS 3 times per year on the 3 rd Wednesday of the month @ Noon at the Court Facility. (March, April and October)		KATHY NIEMIEC COLLEEN MAILLETTE
<u>DRAIN BOARD</u> Bangor Drain Board meets 2 nd Tuesday of month @ 3:15 p.m. Hampton Drain Board meets 3 rd Tuesday on month @ 3:45 p.m. Meetings are held in Drain Office.	HAMPTON AND BANGOR DRAINS	THOMAS M. HEREK (Designee of the Board Chair) KAYSEY RADTKE (Designee of Ways & Means Chair)
<u>FOOD SERVICE ADVISORY BOARD</u> Meets when necessary		VAUGHN J. BEGICK
<u>GREAT LAKES BAY REGIONAL CONVENTION & VISITORS BUREAU</u> Meeting dates vary - usually a Tuesday or Wednesday, generally @ 11:45 a.m. but time can also vary. Not necessarily a monthly mtg.		DENNIS R. POIRIER

LAND BANK AUTHORITY

Meets 2nd Thursday of
month @ 3:30 p.m. in
6th Floor Conference Rm.

*THOMAS M. HEREK
*COLLEEN MAILLETTE
*Serve while in office

MICHIGAN WORKS! CONSORTIUM BOARD

Meets last Monday of month
at 2:30 p.m. in Midland

DENNIS R. POIRIER
VAUGHN J. BEGICK
THOMAS M. HEREK

MID-MICHIGAN COMMUNITY ACTION AGENCY

(Meets the 4th Thursday of the month
@ 4:30 P.M. in Clare, MI)

KATHY NIEMIEC

**REGION VII AREA AGENCY ON AGING
BOARD OF DIRECTORS**

Meets 1st Thursday of month @
10:00 a.m. at Region VII Office

PATRICK H. BESON*
*term expires 3/31/25

RETIREMENT BOARD

Meets 2nd Tuesday of month

@ 1:30 p.m. in Commission Chambers

VAUGHN J. BEGICK
THOMAS M. HEREK
(Designee of Ways & Means
Chair)

SANITARY CODE APPEALS BOARD

Meets 4th Tuesday of month @ 10 a.m. if required

COLLEEN MAILLETTE
TIM BANASZAK
RONALD CAMPBELL (TOWNSHIP)

STORMWATER AUTHORITY

(Meets when required)

DENNIS POIRIER

9-1-1 BOARD

(MEETS 3RD Thursday of month @9:11 A.M. IN
THE 911 CONFERENCE ROOM)

TIM BANASZAK

NOTE: EXCEPT AS OTHERWISE NOTED, ALL TERMS ARE FOR THE YEAR 2023.

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136

**SCHEDULE OF 2023 MEETINGS OF
THE BAY COUNTY BOARD OF COMMISSIONERS**

VAUGHN J. BEGICK, CHAIR
THOMAS M. HEREK, VICE CHAIR

MONDAY, JANUARY 3, 2023 (ORGANIZATIONAL) @ 4:00 P.M.

TUESDAY, JANUARY 17, 2023

TUESDAY, FEBRUARY 21, 2023

TUESDAY, MARCH 21, 2023

TUESDAY, APRIL 11, 2023*

TUESDAY, APRIL 18, 2023

TUESDAY, MAY 16, 2023

TUESDAY, JUNE 20, 2023

TUESDAY, JULY 18, 2023

TUESDAY, AUGUST 15, 2023

TUESDAY, SEPTEMBER 19, 2023

TUESDAY, OCTOBER 17, 2023

TUESDAY, OCTOBER 17, 2023**

TUESDAY, NOVEMBER 21, 2023

TUESDAY, DECEMBER 12, 2023

*STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS - MCL 209.511

**STATUTORY MEETINGS OF THE BOARD OF COMMISSIONERS - MCL 211.37

PLEASE NOTE THE FOLLOWING CHANGE: PURSUANT TO A CHANGE IN THE RULES OF THE BAY COUNTY BOARD OF COMMISSIONERS, BEGINNING IN MAY 2022 THE BOARD MEETINGS WILL BE HELD ON THE THIRD TUESDAY OF THE MONTH (FORMERLY SECOND TUESDAY). ALL MEETINGS OF THE BOARD OF COMMISSIONERS ARE HELD AT 4:00 P.M. (UNLESS OTHERWISE NOTED) IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

THE BOARD OF COMMISSIONERS' AGENDA DEADLINE IS NOON ON THE WEDNESDAY PRIOR TO THE BOARD MEETING.

IN THE EVENT ADDITIONAL MONTHLY MEETINGS ARE REQUIRED, THE MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

NOTE: RESCHEDULED BOARD MEETINGS WILL BE NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

Amber Davis-Johnson, ADA Coordinator, Corporation Counsel
515 Center Avenue, Fourth Floor, Bay County Building, Bay City, MI 48708
(989) 895-4131

BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136

**SCHEDULE OF 2023 MEETINGS OF THE
BAY COUNTY WAYS AND MEANS COMMITTEE**

TIM BANASZAK, CHAIR
KAYSEY L. RADTKE, VICE CHAIR

TUESDAY, JANUARY 3, 2023

TUESDAY, FEBRUARY 7, 2023

TUESDAY, MARCH 7, 2023

TUESDAY, APRIL 4, 2023

TUESDAY, MAY 2, 2023

TUESDAY, JUNE 6, 2023

TUESDAY, JULY 11, 2023 (COMBINED WITH PERSONNEL & HUMAN SERVICES)

TUESDAY, AUGUST 1, 2023

TUESDAY, SEPTEMBER 5, 2023

TUESDAY, OCTOBER 3, 2023

TUESDAY, NOVEMBER 7, 2023

TUESDAY, DECEMBER 5, 2023 (COMBINED WITH PERSONNEL & HUMAN SERVICES)

ALL MEETINGS OF THE WAYS AND MEANS COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

UNLESS OTHERWISE NOTED, THE WAYS AND MEANS COMMITTEE AGENDA DEADLINE IS 4:00 P.M. TUESDAY PRIOR TO THE W& M MEETING.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, WAYS AND MEANS COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

**Amber Davis-Johnson, ADA Coordinator, Corporation Counsel
515 Center Avenue, Fourth Floor, Bay County Building, Bay City, MI 48708
(989)895-4131**

**BAY COUNTY BOARD OF COMMISSIONERS
515 CENTER AVENUE, SUITE 405
BAY CITY, MI 48708-5125
(989) 895-4136**

**SCHEDULE OF 2023 MEETINGS OF THE
BAY COUNTY PERSONNEL/HUMAN SERVICES COMMITTEE**

**KATHY NIEMIEC, CHAIR
COLLEEN MAILLETTE, VICE CHAIR**

TUESDAY, JANUARY 10, 2023

TUESDAY, FEBRUARY 14, 2023

TUESDAY, MARCH 14, 2023

TUESDAY, APRIL 11, 2023

TUESDAY, MAY 9, 2023

TUESDAY, JUNE 13, 2023

TUESDAY, JULY 11, 2023

TUESDAY, AUGUST 8, 2023

TUESDAY, SEPTEMBER 12, 2023

TUESDAY, OCTOBER 10, 2023

TUESDAY, NOVEMBER 14, 2023

TUESDAY, DECEMBER 5, 2023 (Combined with Ways and Means)

ALL MEETINGS OF THE PERSONNEL/HUMAN SERVICES COMMITTEE ARE HELD AT 4:00 P.M. IN THE COMMISSION CHAMBERS, FOURTH FLOOR, BAY COUNTY BUILDING, UNLESS OTHERWISE NOTED IN MEETING NOTIFICATIONS. Zoom participation is available to the public.

THE PERSONNEL/HUMAN SERVICES COMMITTEE AGENDA DEADLINE IS 4:00 P.M. ON THE TUESDAY PRIOR TO THE PERSONNEL/HUMAN SERVICES COMMITTEE MEETING.

THE ABOVE DATES ARE SUBJECT TO CHANGE DUE TO SCHEDULING CONFLICTS. CHANGES WILL BE NOTED ON THE BOARD'S MONTHLY CALENDAR AND/OR NOTICED AND POSTED IN ACCORDANCE WITH THE OPEN MEETINGS ACT.

WHILE THE ABOVE MEETING DATES ARE THE REGULARLY SCHEDULED MEETING DATES, PERSONNEL/HUMAN SERVICES COMMITTEE MEETINGS MAY BE SCHEDULED AS NEEDED.

THE COUNTY OF BAY WILL PROVIDE NECESSARY AND REASONABLE AUXILIARY AIDS AND SERVICES, SUCH AS SIGNERS FOR THE HEARING IMPAIRED AND AUDIO TAPES OF PRINTED MATERIALS BEING CONSIDERED AT THE MEETING TO INDIVIDUALS WITH DISABILITIES AT THE MEETING/HEARING UPON 10 DAYS NOTICE TO THE COUNTY OF BAY. INDIVIDUALS WITH DISABILITIES REQUIRING AUXILIARY AIDS OR SERVICES SHOULD CONTACT THE COUNTY OF BAY BY WRITING OR CALLING:

**Amber Davis-Johnson, ADA Coordinator, Corporation Counsel
515 Center Avenue, Fourth Floor, Bay County Building, Bay City, MI 48708
(989) 895-4131**



BAY COUNTY BOARD OF COMMISSIONERS

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VAUGHN J. BEGICK
CHAIRMAN
3RD DISTRICT

To: Elected Officials/Department Directors/Division Heads

From: Vaughn J. Begick, Chair
Bay County Board of Commissioners

THOMAS M. HEREK
VICE CHAIRMAN
5TH DISTRICT

Date: January 19, 2023

Subject: Process for Submitting Committee and Board Agenda Items

DENNIS R. POIRIER
SERGEANT AT ARMS
7TH DISTRICT

On behalf of the Board of Commissioners, I would like to thank the elected officials, department directors and division heads for their continuing efforts to adhere to the Board's process for submitting Board and Committee agenda items. This process is strictly adhered to and, once again, we are requesting your compliance.

KATHY NIEMIEC
1ST DISTRICT

The Ways and Means and Personnel/Human Services Committees will remain committees of the whole which means all 7 commissioners serve on each. **The Board office agenda deadlines are: Ways and Means Committee - Tuesday prior to the Committee meeting at 4:00 p.m.; full Board is NOON on the Wednesday prior to the meeting; Personnel/Human Services is 4:00 p.m. on the Tuesday prior to Personnel/Human Services Committee meeting.**

TIM BANASZAK
2ND DISTRICT

COLLEEN MAILLETTE
4TH DISTRICT

When requests are submitted, please be mindful that everything requested may not receive Board approval in entirety. As an example, on occasion requests are submitted for the Board Chair to sign agreements (current and all future agreements or any and all future amendments that may arise with a specific agency, vendor, grant, etc.). The Board does not approve future anticipated agreements and/or amendments, they are approved on an individual basis. The same applies to budget adjustments, especially those pertaining to grants.

KAYSEY L. RADTKE
6TH DISTRICT

Resolutions pertaining to requests are included on Committee agendas prior to Board action and should be reviewed by requesting departments to be certain of what is/will be approved.

LINDSEY ARSENAULT
BOARD COORDINATOR
(989) 895-4136
Arsenaultl@baycounty.net

Requests for funding, grant applications, filling vacancies/new positions, and for approval of agreements/contracts/grants/legal documents, which are presented at the various Committee meetings, should include the following supporting information/documentation:

Funding:

All requests for funding/appropriation shall be submitted to the Finance Officer who will review the department's budget to confirm the need for funding. Requests should include purpose/need for funding and why funding was not included in the current budget, as well as all other pertinent information. The Finance Officer will direct the request(s) to the Ways and Means Committee.

Budget Adjustments:

Any required budget adjustments are to be submitted to the Finance Department for review. The Finance Department will submit the adjustments for inclusion on the Ways and Means Committee agenda and will provide a processing schedule.

Bids:

When required, Requests for Proposals, Requests for Quotations, Invitations to Bid, etc. will be considered by the Board, following Ways and Means Committee review/recommendation. Authorization to seek proposals does not automatically approve the bid award. Recommendations for bid awards are to be brought back to the Ways and Means Committee for approval and authorization for the Board Chair to sign the required documents.

PLEASE NOTE THE FOLLOWING:

Vacancies/New Positions:

*Bay County continues to carefully monitor the budget with an eye on revenue reductions. All efforts to curb spending will be made. As personnel/benefit costs make up the largest percentage of the County's budget, vacancies and/or new positions are monitored very closely. It is likely that some requests to fill a vacancy will not be included on the Personnel/Judicial Committee agenda. This will be a determination made by the Personnel Director. **All requests to fill a vacancy or for a new position must be channeled in writing through the Personnel Director for review and submittal to the Personnel/Human Services Committee.** Any grant requests that include personnel must first be submitted to the Finance Officer for review prior to Ways and Means Committee consideration. All personnel related requests (vacancies, new positions, grant positions) should include job title, current pay scale, level of pay scale at which position will be*

filled, starting date, status (full time, part time, seasonal or temporary), union status, if any. All other important particulars should be included. Requests not submitted through the Personnel Director will not be included on the Personnel/Judicial Committee agenda.

Agreements/Contracts/Grants/Legal Documents:

As in the past, a summary of agreements/contracts/ grants/legal documents presented for consideration will be required for review by the appropriate Committee. **(Sample format for the summary to be used is attached.)** The areas of responsibility are reflected on the 2019 Committee Assignment designations. However, as has been past practice, all agreements/contracts/grants/legal documents must be presented to the Office of Corporation Counsel for review and approval before signing.

Continuing the established uniform process, a Corporation Counsel Matter Request Form has been developed and is required to be completed and attached to the agreement/contract/grant/legal document submitted for legal review. The form is part of this packet. A 'fillable' form is available on the County's Intranet. **PLEASE NOTE:** Simply copying Corporation Counsel on your agenda item submitted to the Board will **NOT** result in your matter being opened in Corporation Counsel for review.

Following approval of the documents by the respective Committee and then full Board, the agreements/contracts/grant applications/grant award documents/legal documents will be routed to the non-County party for signature. The Chairman of the Board will continue to be the last Bay County official to sign the documents wherever possible to avoid problems in having paperwork returned to the County for filing. The original of all documents signed by the County is to be kept on file in the County Clerk's office and this process is handled by the Office of Corporation Counsel.

Please note that the grant applicant/recipient departments are required to work with the Finance Department whose staff will provide financial oversight of said grant.

Keep in mind Committee deadlines which are included on the Board's monthly calendar. Allow enough time for submittal to the County Executive, Corporation Counsel, the Personnel Director and/or the Finance Officer. Items not reviewed by appropriate administrative staff will be routed back to the Department.

NOTE: The agenda deadline for the Ways and Means Committee is 4:00 P.M. on the Tuesday prior to the Committee meeting. The Board of Commissioners agenda deadline is NOON on the Wednesday prior to the Board meeting. The agenda deadline for the Personnel/Human

Services Committee is 4:00 p.m. on the Tuesday prior to the Personnel/Human Services Committee meeting. All personnel related requests should be submitted to the Personnel Director for review by 12:00 p.m. on the Tuesday prior to the P/HS Committee meeting.

Agenda items must be submitted to the Board office via e-mail. With the Ricoh copiers and scanning capabilities, all departments should be able to conform to this process. Hard copy agenda items will not be accepted. Should any department have difficulties with scanning and/or e-mailing agenda items, kindly contact the Information Systems Department.

Board and Committee agenda, meeting notices, and the Board's monthly calendar are sent via e-mail.

A minimal number of printed agenda are available at the meetings.

The Bay County Board of Commissioners values your efforts to assist this office in expediting all requests submitted to the committees for consideration and recommendation to the full Board.

Should you have any questions on the above, please do not hesitate to contact the Board Coordinator at 4136 at your convenience. We appreciate your cooperation and will provide any assistance necessary.

MATTER REQUEST FORM

QUESTIONS? CALL 4131

Please complete to the best of your ability and supply only the information applicable to the request. Attach all relevant documents and correspondence. For your convenience, you may complete this form and attach documentation electronically by visiting the following link: <https://docs.baycounty-mi.gov/matter.html>.

All new/renewal/grant agreement requests must include a copy or reference to the corresponding Board Resolution. If the matter still needs to be presented to the Board of Commissioners, please indicate when it will be submitted to the Board for consideration. The Board Chair **WILL NOT** sign a document that binds the County without a Board Resolution approving it.

MATTER DESCRIPTION**REQUIRED**

Matter Type : ☐ Standard Agreement/Amendment/Quote ☐ Grant Agreement/Application ☐ Other
☐ Legal Question ☐ Policy/Ordinance/Bid Review

Description of request:

Name & department of employee making the request:**DETAILS & TERMS****IF APPLICABLE**

Resolution #: **Date of Board Action:** **Bid #:**

Term: **Effective Date:** **End Date:**

Does the agreement require an electronic signature? ☐ YES ☐ NO

Is this a renewal of an existing agreement? ☐ YES ☐ NO

Is a current Proof of Insurance attached? ☐ YES ☐ NO

Does the non-county party (vendor) require a deadline? ☐ YES ☐ NO **Deadline Date:**

Is there an existing agreement with another vendor? ☐ YES ☐ NO

- If yes, has the agreement been terminated and when/how was notification of termination given?*

Is the agreement a set amount or on a time and materials basis?

I CERTIFY THAT I HAVE REVIEWED ALL MATTER DOCUMENTS SUBMITTED AND I HAVE NOTED ANY CONCERNS OR QUESTIONS ON THE DOCUMENTS OR IN A SEPARATE ATTACHMENT.

INITIAL: **REQUIRED IF SUBMITTING AN AGREEMENT/AMENDMENT/QUOTE/APPLICATION/BID/POLICY*

NON-COUNTY PARTY (VENDOR) CONTACT INFORMATION**IF APPLICABLE**

Name of contact:

Address:

Phone: **Email:**

CORPORATION COUNSEL USE ONLY

☐ **CLOSED - Date:** ☐ **OnBase** ☐ **G-Drive** **Execution Date:**

Effective Date: **End Date:** **Duration/Auto-renewal:**

Termination provision: **Finance Review - Date:**

Comments:

**SAMPLE LETTER FORMAT
FOR PLACEMENT OF ITEMS
ON COMMITTEE AGENDA**

To: _____, Chair, Ways and Means Committee or
_____, Personnel/Human Services Comm.

From: Elected Official/Department Head/Division
Head/Agency

Date: _____

Subject: _____

Request: Outline request being made.

Background: Provide any background information which will explain the request and assist in decision making process.

Finance/Economics: Provide detailed cost information and line item which will cover cost of item. If to fill a vacancy note if a budgeted position. If funds do not exist within budget provide source of funding. Include comparison of funding requested to prior or current year's funding.

Recommendation: Provide recommendation including authorization for the Board Chair to sign any required documents if needed.

Note: While brevity is appreciated, please include detailed information from which Commissioners can base their decision.

Please keep in mind that all requests to fill vacancies must be routed first to the Personnel Director. The Personnel Director will review and place on Personnel/Human Services Committee agenda.

All requests for funding/appropriations/budget adjustments should be routed first to Finance Officer for review and confirmation of budget status.

All contracts/legal documents should be routed first to Corporation Counsel for review prior to applicable Committee meeting.